

# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: General Ledger

**Vendor Response Codes:**

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	<b>General Requirements</b>					
GL 1.00	System provides control by updating the general ledger and all subsidiary ledgers from the same transaction source.					
GL 2.00	System has the capability to reflect credits as negative numbers and debits as positive numbers within the database. On screens and reports, system must reflect positive numbers for nominal balances (e.g. Credit side entries for revenue show positive, but negative for cash).					
	<b>Organizational Design</b>					
GL 3.00	System provides current year reorganization functionality by moving and merging all actual, budget, and historical data when the organization is changed. The following functionality is available to users while performing a reorganization within the system:					
GL 3.01	The ability to split an old organization to multiple organizations by amount.					
GL 3.02	The ability to split an old organization to multiple organizations by percent.					
GL 4.00	System uses reports to restate or not restate history after a re-organization.					
GL 5.00	System provides multiple organizational structures concurrently for reporting purposes.					
GL 6.00	System provides the ability to group or ungroup chart of account fields for reporting purposes.					
	<b>Chart of Account Design</b>					
GL 7.00	System permits for authorized users to establish and maintain a standard chart of accounts to meet statewide and user accounting and financial reporting needs, using tables which do not require programming knowledge to establish or modify.					
GL 8.00	System provides up to 15 levels of structure for each field in the Chart of Accounts.					
GL 9.00	System allows chart of account field lengths to be configured during the installation.					
GL 10.00	System permits the length of each Chart of Accounts field to be up to 12 alphanumeric characters.					

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GL 11.00	System should provide the capability to match the State Chart of Accounts and record transactions by the following segments, but not limited to:					
GL 11.01	Fund					
GL 11.02	Agency/Department					
GL 11.03	Organization (Allotment, Division, Cost Center)					
GL 11.04	Program					
GL 11.05	Appropriation					
GL 11.06	Location					
GL 11.07	Project					
GL 11.08	Expenditure object					
GL 11.09	Source of Revenue					
GL 11.10	General Ledger Account					
GL 11.11	Grant					
GL 12.00	System should have capability for General Ledger account to be designated by a user-definable "account type" which can be tracked on all transactions including, but not limited to as follows:					
GL 12.01	Asset account					
GL 12.02	Liability account (including trust)					
GL 12.03	Fund equity account					
GL 12.04	Collected Revenue account (Collected and Accrued)					
GL 12.05	Expense or expenditure account (Paid and Accrued)					
GL 12.06	Budgetary					
GL 12.07	Statistical (I.e. Budgeted position)					
GL 13.00	System permits Accounts to be shared across multiple years (i.e., project accounts).					
GL 14.00	System provides a generic cost accumulator code.					
GL 15.00	System permits for sorting of the Chart of Accounts.					
GL 16.00	System permits Accounts to be added or changed to an active or inactive status.					
GL 17.00	System permits segments of the Chart of Accounts to be grouped on a user-defined basis into multiple reporting hierarchies.					

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GL 18.00	System uses effective dating when adding or deleting any segment of the Chart of Accounts (at all levels) and validate entries based upon the effective date.					
GL 19.00	System permits Chart of Accounts organization structure changes to be tracked from a user-defined period of time.					
GL 20.00	System provides a hierarchical structure that groups projects across agencies for Statewide reporting purposes.					
GL 21.00	System provides an option for coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors.					
GL 21.01	Creation and editing of these reduction codes would be at the agency level, and use would be by option.					
GL 21.02	A coding reduction value or code references specific user-defined combinations of any segment of the chart of accounts.					
GL 21.03	Data entry of this specific coding reduction value on a transaction can infer or "look up" the combination of segments instead of requiring data entry of each of these segments on the transaction.					
GL 21.04	Data entry into a specific segment of the chart of accounts defaults or "looks up" the combination of values for other chart of account segments by referencing a user-defined mapping table.					
GL 22.00	System provides for correct recording of revenue to the revenue coding structure and monitoring against estimated revenues to meet Statewide and agency-specific reporting and control requirements.					
GL 23.00	System provides an optional level of detail below the Statewide revenue and expenditure object, established for use by individual agencies at their discretion. The agency objects should automatically roll up to Statewide objects.					
GL 24.00	System provides an optional level of detail below the statewide general ledger account, established for use by individual agencies at their discretion. The subsidiary general ledger account should automatically roll up to the statewide general ledger account.					
GL 25.00	System allows Chart of Account changes and maintains records of historical Chart of Accounts.					

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GL 26.00	System provides the ability to copy accounts from one organizational unit to another, to facilitate Chart of Accounts maintenance.					
GL 27.00	System allows the user to upload Chart of Account records from 3rd party products.					
GL 28.00	System provides for Chart of Account segments to have a long description of at least 50 alphanumeric characters.					
GL 29.00	System provides for Chart of Account segments to have a short description of at least 15 alphanumeric characters.					
GL 30.00	System provides the ability to record and report transactions by location.					
GL 31.00	System allows a many to many relationship while creating transactions between Chart of Account segments within user-defined security rules including, but not limited to the following:					
GL 31.01	Fund					
GL 31.02	Agency/Department					
GL 31.03	Organization					
GL 31.04	Program					
GL 31.05	Project					
GL 31.06	Expenditure object					
GL 31.07	Source of Revenue					
GL 31.08	General Ledger Account					
GL 31.09	Grant					
GL 31.10	Appropriation (Budgeted Revenue and Expense)					
	<b>Fund Accounting</b>					
GL 32.00	System provides for the maintenance of funds, each of which is a self balancing set of accounts, with all fund records being processed simultaneously by the common system.					
GL 33.00	System edits transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity, during all processing.					
GL 34.00	System provides all procedural functions of a fund accounting system in conformity with GAAP, GASB, OMB (Office of Management and Budget), regulatory standards and guidelines.					

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GL 35.00	System provides the appropriate accounting treatment for each fund type in accordance with GAAP as promulgated by GASB.					
GL 36.00	System simultaneously supports the following bases of accounting for the appropriate fund types:					
GL 36.01	Cash basis					
GL 36.02	Modified accrual basis					
GL 36.03	Accrual basis					
GL 37.00	System provides capability to report expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (CAFR reporting) within the same fund, and to provide reconciling transaction reports as needed, including the transactions that may end up in different fiscal years based on the method of reporting. For example, for transactions that need to update prior year non-cash accounts, but effect current year cash accounts, the system updates cash in current year and sets up 'due to' and 'due from' appropriately across the fiscal years.					
GL 38.00	System properly accounts for inter-fund transfers of cash in accordance with GAAP, and maintain associated audit trail. Such transfers include loans, advances, operating transfers, quasi-external transactions, reimbursement transactions, and residual equity transfers.					
GL 39.00	System provides ability to balance inter-fund receivable, payable, and operating transfer accounts within funds and agencies as well as across the entire system.					
GL 40.00	System provides transaction edits that permit, warn or reject transactions across funds, based on user-defined allowable Chart of Account code combinations.					
GL 41.00	System performs a cash available edit and commits the transaction either if it passes the edit or produces an error message if the transaction fails the edit, these edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).					

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GL 42.00	System performs an appropriated budget available edit and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit, these edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).					
GL 43.00	System performs a spending plan budget available edit (which is user-defined) and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit, these edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).					
GL 44.00	The system allows for establishing funds that are exempt from cash available edits.					
GL 45.00	System provides ability to process transfers between funds.					
GL 46.00	System allows users to perform the following intra-agency and inter-agency fund transfers: real (i.e., cash), nominal (i.e., expenses).					
GL 47.00	System provides ability for one agency to process a payment to another agency for goods or services rendered without issuing a warrant.					
GL 48.00	System supports a fund having multiple bank accounts.					
GL 49.00	System has the ability to record and maintain the following non-financial data for each unique fund:					
GL 49.01	Date Established					
GL 49.02	Purpose of Fund					
GL 49.03	Source of Revenue					
GL 49.04	Acceptable Uses					
GL 49.05	Legal Authority for creation of fund					
GL 49.06	Date Closed					
GL 49.07	Fund Type					
GL 49.08	Fund Group					
GL 49.09	Interest bearing and not interest bearing indicator					
GL 50.00	System has the ability to record and maintain the following financial data for each unique fund:					
GL 50.01	Adopted Annual Budget					
GL 50.02	Adjusted Annual Budget					

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GL 50.03	Agency Annual Budget					
GL 50.04	Total expenditures					
GL 50.05	Total revenue					
GL 50.06	Pre Encumbrances					
GL 50.07	Encumbrances					
GL 50.08	Interfund Transactions					
GL 50.09	Fund Balance					
GL 50.10	Breakdown fund balance into reserved, unreserved, designated, and undesignated					
GL 51.00	System maintains expenditure and revenue details on a fund-by-fund basis.					
GL 52.00	System provides an on-line interfund/interagency reconciliation.					
	<b>Journal Entry</b>					
GL 53.00	System has the ability to enter journal transactions online or in batches.					
GL 54.00	System has the ability when entering a journal voucher to view the multiple entries within the journal transaction .					
GL 55.00	System defaults data within journal fields (i.e., year, current date).					
GL 56.00	System defaults data (i.e. cost center, department) within journal fields by user.					
GL 57.00	System has the ability to attach or reference multiple backup documents electronically to the journal entry. User should also be able to print attached documents, in addition to printing the journal entry.					
GL 58.00	System allows users to input journal entries as a correction or adjustment to any open prior accounting periods.					
GL 59.00	System allows users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the Chart of Accounts and allowed Chart of Account code combinations.					
GL 60.00	System provides end users with the ability to customize their view of the journal entry screen.					
GL 61.00	System automatically generate and assign document control numbers for all system generated documents and transactions.					
GL 62.00	System allows users to cancel or back-out transactions, with audit trail.					

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GL 63.00	System provides ability to trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.					
GL 64.00	System supports establishment of rules for each journal type which determine the appropriate processing, for example but not limited to:					
GL 64.01	Account default to reduce keystrokes					
GL 64.02	Type of data to be entered					
GL 64.03	Whether data is required, optional, and not allowed					
GL 65.00	System provides ability to generate default offset entries for non-journal voucher financial documents (from subledgers e.g., payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.).					
GL 66.00	System is able to have a two part number which makes up the whole journal entry number. The first part of the journal number is a user-defined prefix such as year and month and the second part of the number is an automated sequence number (that is never duplicated).					
GL 67.00	System processes batch files during the day without closing out other users from online transaction processing.					
GL 68.00	System provides online validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction capability prior to posting at the detail level.					
GL 69.00	System provides each Agency with the ability to print a copy of approved journal vouchers and/or internal vouchers.					
GL 70.00	System provides accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.					
GL 71.00	System provides for the automatic reversal of specified journal entries using a system generated date.					
GL 72.00	System supports automatic recurring journals each month.					
GL 73.00	System allows creation of a Journal Entry using previously entered journal entry format (copy journal).					



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GL 74.00	System provides Journal Entry footnotes or a line item description area.					
GL 75.00	System provides users the capability to select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.					
GL 76.00	System provides ability to create and process transactions against statistical and memo accounts in addition to financial accounts.					
GL 77.00	System provides ability to create, enter, track and analyze agency spending and receipt plans.					
GL 78.00	System provides for users to save journal entries that have not yet been posted or cleared for all validation errors online.					
	<b>Recurring Transactions / Transaction Templates</b>					
GL 79.00	System should allow for the use of coding block templates for transactions that use a common coding block, but differing transaction amounts. (e.g., distribute a dollar amount by percentage).					
GL 80.00	Supports user-defined recurring transactions based upon the following schedules:					
GL 80.01	Periodic					
GL 80.02	Fixed					
GL 80.03	Open					
GL 80.04	Percentage allocation					
GL 80.05	Amount					
GL 81.00	Supports workflow processes for recurring transactions.					
GL 82.00	Validates all fields in recurring transaction entries.					
GL 83.00	Notifies users that recurring transactions are about to generate.					
GL 84.00	System provides a document type (two character prefix) for every financial and statistical transaction.					
GL 85.00	Provide the ability to have multiple open periods within each subledger/sub-module as well as the general ledger.					
GL 86.00	System prevents transactions from posting unless the transaction updates open periods within each subledger/sub-module and within the general ledger.					
	<b>Interfund and Interagency Vouchers</b>					

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GL 87.00	System provides all the functionality specified for the journal entry requirements for interfund and interagency vouchers.					
GL 88.00	System provides the ability to enter journal entries for multiple agencies and funds under one journal header with appropriate security.					
GL 89.00	System provides the ability to create an encumbrance for estimated costs for interagency/interfund work to be provided.					
GL 90.00	System provides capability to route created interagency/interfund vouchers to a user-specified approval structure for review and either approval or rejection. Transaction will not commit until it is approved.					
GL 91.00	System will have the capability to send a user specified notification (e.g. email), if the interagency/interfund vouchers are rejected or a specified period of time lapses.					
GL 92.00	System provides the capability of interagency/interfund voucher (IV) to reference a previously established encumbrance. After the IV transaction is posted, the referenced encumbrance document should automatically liquidate.					
GL 93.00	System restricts inter-fund postings based upon security.					
GL 94.00	System provides the capability to flag inter-agency voucher in dispute and allow user-defined workflow rules to resolve dispute.					
	<b>Encumbrances</b>					
GL 95.00	System has the ability to generate appropriate type and stages of encumbrance based on type of "legal authority to spend." (approved contract, purchase order, etc.).					
GL 96.00	System has the ability to adjust, change, supplement or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments.					
GL 97.00	Encumbrance process should include the following data:					
GL 97.01	Type of encumbrance					
GL 97.02	Date requested					
GL 97.03	Date set up					
GL 97.04	Chart of Account codes (multiple sets)					
GL 97.05	Originating unit & contact info					
GL 97.06	Encumbrance Number (auto-generated by type of encumbrance)					

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GL 97.07	Fiscal Year					
GL 97.08	Description					
GL 97.09	Amount					
GL 97.10	Payee					
GL 97.11	Approval Fields (up to 10 levels)					
GL 97.12	Text Fields (up to 5)					
GL 97.13	Multiple Vendor Numbers					
GL 98.00	System provides standard and user-defined Year-End Close encumbrancing rules and functionality, to include (but not limited to):					
GL 98.01	Carry-forward user-selected encumbrances as commitments					
GL 98.02	Non-selected encumbrances are not carried forward					
GL 98.03	Carry all encumbrances forward					
GL 98.04	Cancel blanket purchase orders (open pre-encumbrances) which have no outstanding items on order at year end					
GL 98.05	Create year end accruals					
GL 99.00	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with the following functionality:					
GL 99.01	Encumbrances are reported by fund balance reserves and rolled forward to the current year.					
GL 99.02	Keeping prior year funding and tracking fund balance reserve by original budget year separately from the new current year fund balance reserve.					
GL 99.03	Liquidate prior year encumbrance from prior year budget reserve due to encumbrance cancellation or payment activity in the current year.					
GL 99.04	Report and display prior year encumbrance reserve separately from current year encumbrance reserves.					
GL 99.05	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.					
GL 100.00	System provides the ability to close encumbrances by type of encumbrance.					
	<b>Closing</b>					

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GL 101.00	System provides automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.					
GL 102.00	System allows users to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).					
GL 103.00	System roll forward or close grant and project accounts based on the type of project or grant.					
GL 104.00	System allows users to run a process that closes all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end. Some of the parameters include, but are not limited to the encumbrance document number.					
GL 105.00	System has the ability to close by fund group or by fund.					
GL 106.00	System provides the ability to perform period end closings.					
GL 107.00	System allows for maintaining multiple fiscal years (at least 3) and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.					
GL 108.00	System allows new year inputs to be entered before the old year's preliminary closing, with the transactions held in suspense until the new year is opened.					
GL 109.00	System allows users to set a default accounting period.					
GL 110.00	System allows users to define closing periods and the period closing dates.					
GL 111.00	System provides support for multiple open periods.					
GL 112.00	System prevents transactions from posting into a closed period (month or year).					
GL 113.00	System allows reopening a closed period (either month or year) for transaction processing with appropriate security. User is able to reopen a prior period which is several periods back without opening all the prior periods sequentially.					
GL 114.00	System permits prior period adjustments.					
GL 115.00	System allows user defined types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.					

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GL 116.00	System should support pre-close (trial closes) and generates pro forma financial statements without restriction.					
GL 117.00	System allows posting of expenditure and revenue accruals required for end of fiscal year closings.					
GL 118.00	System provides access to 3 years of complete financial information in detail format online.					
GL 119.00	System provides for at least 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.					
GL 120.00	System provides the functionality to roll surplus budgets into fund balance at year end.					
	<b>Inquiry and Reporting</b>					
GL 121.00	System provides the ability to report on all detailed data for up to 10 years to meet legislative and management report needs both on a standard and ad-hoc reporting basis.					
GL 122.00	System has the ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting based on user-defined criteria.					
GL 123.00	System provides ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by fiscal year using any of the following chart of account segments:					
GL 123.01	Fund					
GL 123.02	Agency/Department					
GL 123.03	Organization					
GL 123.04	Program					
GL 123.05	Appropriation					
GL 123.06	Location					
GL 123.07	Project					
GL 123.08	Expenditure object					
GL 123.09	Source of Revenue					
GL 123.10	General Ledger Account					

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GL 124.00	System can produce ad-hoc reports using any field in the General Ledger.					
GL 125.00	System maintains a history of all General Ledger transactions and produce detailed transaction reports to provide an appropriate audit trail.					
GL 126.00	System provides a trial balance by fund to obtain a running total of debits and credits.					
GL 127.00	System complies with GASB34 financial reporting (e.g. Comprehensive Annual Financial Report). The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:					
GL 127.01	Statement of Net Assets; Statement of Activities; Balance Sheet - Governmental Funds;					
GL 127.02	Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets;					
GL 127.03	Statement of Revenues, Expenditures, and Changes in Fund Balances- Governmental Funds;					
GL 127.04	Reconciliation of the Change in Fund Balances of the Governmental Funds to the Statement of activities;					
GL 127.05	Statement of Net Assets-Proprietary Funds;					
GL 127.06	Statement of Revenues, Expenses, and Changes in Fund Net Assets- Proprietary Funds;					
GL 127.07	Statement of Cash flows-Proprietary Funds; Statement of Fiduciary Net Assets;					
GL 127.08	Statement of Changes in Fiduciary Net Assets					
GL 128.00	System presents financial statements on an accrual, modified accrual and cash basis.					
GL 129.00	System provides subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.					

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GL 130.00	System has the capability to show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.					
GL 131.00	System provides the ability to filter, search, and report month-to-date and year-to date budget, estimated revenue, expenditures, revenue, encumbrances, and pre-encumbrances by any segment in the chart of accounts.					
GL 132.00	System provides fund transfer reports such as, interfund receivables, interfund payables, operating transfers, and residual equity transfers, that displays month and year to date transfer information.					
GL 133.00	System provides the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type and fund group:					
GL 133.01	Trial Balance					
GL 133.02	Cash Flow					
GL 133.03	Fund Balance Report					
GL 133.04	Balance Sheet					
GL 133.05	Income Statement					
GL 134.00	System displays names for all Chart of Accounts data included when producing reports.					
GL 135.00	System is capable of producing a 10 year comparison report by fiscal year which details revenue accruals, expenditures, and commitments.					
GL 136.00	System provides a net state cost report that displays current revenue less current expenditures less outstanding encumbrances for any element in the Chart of Accounts.					
GL 137.00	System provides a listing of encumbrances by funding year.					
	<b>Budget Control</b>					

# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: General Ledger

**Vendor Response Codes:**

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GL 138.00	Module is fully integrated with the receivables, payables, purchasing, inventory, payroll and human resources modules to ensure that all transactions using or affecting budget (appropriation, grant, project, spending plan) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.					
GL 139.00	System tracks transaction detail at the level of entry.					
GL 140.00	System provides multiple levels of controls for spending plan budgets.					
GL 141.00	System provides the ability to override appropriation, spending plan, grant, project, and contract budget edits with the appropriate security authority for each type of budget without opening the budget to other users.					
GL 142.00	System provides an indicator that determines if payroll transactions are edited against the appropriation, spending plan, grant and project budgets					
GL 143.00	System provides separate data entry and document types for appropriation and spending plan budget transactions.					
GL 144.00	System separately tracks original budget, budget adjustment, and budget transfer line items for each appropriation.					
GL 145.00	System separately tracks original budget, budget adjustment, and budget transfer line items for each spending plan budget.					
GL 146.00	System uses the following formula to calculate available budget (original budget +/- budget adjustments +/- budget transfers - freezes/deferments - pre-encumbrances - encumbrances - expenditures). Note the inclusion of pre-encumbrances and encumbrance depends on the system configuration.					
GL 147.00	System should provide appropriation budget controls by user defined combinations of the elements/element hierarchies shown below:					
GL 147.01	Fund					
GL 147.02	Agency/Department					
GL 147.03	Organization					
GL 147.04	Program					
GL 147.05	Appropriation					
GL 147.06	Location					
GL 147.07	Project					



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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GL 147.08	Expenditure object					
GL 147.09	Source of Revenue					
GL 147.10	General Ledger Account					
GL 147.11	Grant					
GL 148.00	System provides multi-year appropriation budget control.					
GL 149.00	System provides appropriation budget control at varying levels and combinations of the chart of accounts (i.e. 3rd level of fund; 2nd level of organization, 3rd level of expenditure object).					
GL 150.00	System provides an indicator, for each appropriation, that determines if pre-encumbrances are included in the available appropriation budget edit.					
GL 151.00	System provides an indicator, for each appropriation, that determines if encumbrances are included in the available appropriation budget edit.					
GL 152.00	System edits pre-encumbrances, encumbrances and expenditures against the appropriation distributed budget.					
GL 153.00	System provides the ability to distribute and control each appropriation budget by the following periods:					
GL 153.01	Semi-Annual					
GL 153.02	Quarter					
GL 153.03	Month					
GL 153.04	Distribution based on seasonal trend					
GL 153.05	Seasonal trends					
GL 153.06	Prior Year actuals					
GL 153.07	User defined period (manually input budget for each month)					
GL 154.00	System provides the ability to carry forward appropriation allotments to the next allotment period based on the funding source.					
GL 155.00	System rolls up budget details to a user-defined summary level.					
GL 156.00	System distributes the adopted budget (summary level) and budget adjustments to detail Account and Organization levels based on user defined criteria.					
GL 157.00	System edits all transactions to ensure that appropriation budget is available before posting the transaction.					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GL 158.00	System prevents transactions not meeting available appropriation budget for those appropriations with absolute control from being transmitted to the next approval stage.					
GL 159.00	Individual appropriation budgetary control options in the system include:					
GL 159.01	Absolute control - prevents transaction from processing without override approval					
GL 159.02	Warning – provides warning message but allows transaction to process					
GL 159.03	No control – allows transaction to process without warning					
GL 160.00	System provides a flag that sets the default appropriation control option (absolute, warning, none).					
GL 161.00	System provides multiple levels of appropriation budget control (none, absolute, warning) within one agency.					
GL 162.00	System provides an on-line inquiry screen that displays original appropriation budget, budget adjustments, budget transfers, freezes, pre-encumbrances, encumbrances, expenditures, revenue, and calculated budget. The numbers displayed should reflect posted and unposted (saved but not posted) transactions.					
GL 163.00	System provides an on-line inquiry screen that displays original appropriation budget, budget adjustments, budget transfers, freezes, pre-encumbrances, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.					
GL 164.00	System provide the ability to drill down from the appropriation budget error message to the budget inquiry screen and automatically retrieves budget data.					
GL 165.00	System provides on-line inquiry screens that display the appropriation budget, adjustments, freezes, pre-encumbrances, encumbrances, expenditures, and available budget data at varying levels of the Chart of Accounts structure.					

## FUNCTIONAL REQUIREMENTS MATRIX

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GL 166.00	System provides an on-line inquiry screen that displays appropriation allotment budget, pre-encumbrances, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget edit program.					
GL 167.00	System provides a spending plan budget. Note: the spending plan budget is separate from the appropriation budget and is used to control budgets at a lower or different level of detail than the appropriation budget.					
GL 168.00	System provides spending plan controls for each agency with user defined combination of the elements shown below: (Note: the spending plan is separate from the appropriation budget.)					
GL 168.01	Fund					
GL 168.02	Agency/Department					
GL 168.03	Organization					
GL 168.04	Program					
GL 168.05	Appropriation					
GL 168.06	Location					
GL 168.07	Project					
GL 168.08	Expenditure object					
GL 168.09	Source of Revenue					
GL 168.10	General Ledger Account					
GL 168.11	Grant					
GL 169.00	System provides spending plan control at varying levels and combinations of the Chart of Accounts (i.e. 4th level of fund; 4th level of organization, 2nd level of object of expenditure).					
GL 170.00	System provides an indicator that determines if pre-encumbrances are included in the available spending plan edit.					
GL 171.00	System provides an indicator that determines if encumbrances are included in the available spending plan edit.					
GL 172.00	System edits pre-encumbrances, encumbrances and expenditures against the agency allotment budget.					
GL 173.00	System provides the ability to distribute and control the spending plan by the following periods:					
GL 173.01	Semi-Annual					

## FUNCTIONAL REQUIREMENTS MATRIX

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GL 173.02	Quarter					
GL 173.03	Month					
GL 173.04	Allocation based on seasonal trend					
GL 173.05	User defined period (manually input budget for each month)					
GL 174.00	System rolls up spending plan details to a user-defined summary level.					
GL 175.00	System distributes the adopted spending plan (summary level) to detail Account and Organization levels.					
GL 176.00	System edits all transactions to ensure that spending plan is available before posting the transaction.					
GL 177.00	System prevents transactions not meeting available spending plan budget that are absolutely controlled from being transmitted to the next approval stage.					
GL 178.00	Spending plan control options in the System include:					
GL 178.01	Absolute control - prevents transaction from processing without override approval					
GL 178.02	Warning – provides warning message but allows transaction to process					
GL 178.03	No control – allows transaction to process without warning					
GL 179.00	System provides a flag that sets the default spending plan control option (absolute, warning, none).					
GL 180.00	System provides multiple levels of spending plan control (none, absolute, warning) within one agency.					
GL 181.00	System provides multiple levels of spending plan (level one and level 3 of the organization) within the same organizational branch.					
GL 182.00	System provides the ability to carry forward spending plan allotments to the next allotment period based on the funding source.					
GL 183.00	System provide the ability to drill down from the spending plan error message to the budget inquiry screen and automatically retrieves budget data.					
GL 184.00	System provides an on-line inquiry screen that displays spending plan, adjustments, freezes, pre-encumbrances, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.					

# FUNCTIONAL REQUIREMENTS MATRIX

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
GL 185.00	System provides on-line inquiry screens that display the spending plan budget, pre-encumbrances, encumbrances, expenditures, and available budget data at varying levels of the classification structure.					
GL 186.00	System provides an on-line inquiry screen that displays spending plan allotment budget, pre-encumbrances, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.					